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15 December 1953

MEMORANDUM FOR: [redacted]
Member, Incentive Awards Committee 25X1A9A

SUBJECT: Meeting of CIA Incentive Awards Committee

1. In accordance with the provisions of [redacted] 25X1 the CIA Incentive Awards Committee will convene for a brief meeting on Thursday, 17 December 1953 at 10:00 A.M. in Room 223, Curie Hall.

2. For initial Committee consideration there are three (3) recommendations for Superior Accomplishment and five (5) adopted employee suggestions. The recommendations for Superior Accomplishment are outlined in Tabs 1 through 3; the employee suggestions, together with the evaluation prepared for each, are summarized in Tabs 4 through 8 and are supplied to you for your advance information. Please bring these incentive award briefs with you to the Committee meeting.

3. In order to provide ample time for discussion of these adopted suggestions and Superior Accomplishment Awards, it would be appreciated if the accompanying briefs could be reviewed in advance.

FOR THE INCENTIVE AWARDS COMMITTEE

[redacted] 25X1A9A

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